

## Job Specification

Job Title	Electrical Engineering Technician
<b>Category</b>	Permanent Position
<b>Division</b>	Property
<b>Reporting To</b>	Facilities, Engineering and Maintenance Manager
<b>Job Level</b>	Paterson Grade C3
<b>Job Purpose Statement</b>	<p>To provide electrical technical solutions within Facilities Maintenance to maximize the uptime of DTPC buildings and other assets. The position will provide hands-on technical support and work with service providers in the maintenance of all assets within the precinct, to ensure DTPC commercial property holdings are properly maintained and operating effectively.</p>
<b>Key Performance Areas</b>	<p><b>Maintenance and Facilities</b></p> <ul style="list-style-type: none"> <li>● Ensure that the building meets the health a safety regulations as per building regulation.</li> <li>● Participate in renovations, maintenance repair and upgrade activities.</li> <li>● Ensuring general upkeep and maintenance of DTPC facilities.</li> <li>● Promotes equipment standardization.</li> <li>● Investigate job cards issued, through route cause analysis, identify and action immediate response, as well as any preventative action that can be implemented to reduce the risk of re-occurrence of incidents.</li> <li>● Regularly inspect DTPC properties and ensure that required (planned) maintenance and repairs are completed.</li> <li>● Liaise with relevant parties to ensure all warranties pertaining to equipment and building systems are maintained.</li> <li>● Be hands-on in applying electrical technical skills to daily maintenance, instalation and other requirements as may be required from time to time.</li> <li>● Attend to reported maintenance requests/job cards logged within acceptable time frames to ensure high level of tenant satisfaction.</li> <li>● Ensure all building systems are checked regularly and maintained in accordance with supplier specifications.</li> <li>● Update property system with jobs carried out and liaise with Facilities Support Administrator to ensure timeous feedback to tenants.</li> <li>● Carry out repairs for specific electrical, and, plumbing faults and other maintenance work.</li> </ul>

- Keep and make available when required all electrical as built and single line diagrams for DTPC facilities.
- Ensure that all maintenance tasks are conducted safely to prevent personal injury or injury to other tenants and/or DTPC staff and in accordance with DTPC Safety & Health Policies. Section 8 appointment in terms of OHS Act, for designated service areas within the Property Operations Portfolio.
- Compile reports on maintenance tasks/job cards logged and action until completion of work.
- Complete a spares requisition once spares have been drawn from stores in order to procure and replenish stock, and ensure the required stock levels are maintained.
- Participate in standby duties and call out schedules outside normal working hours to ensure safety and operational soundness of DTPC facilities.

#### **Projects**

- Comply with DTPC construction and other project related initiatives.
- Provide input on the feasibility of projects by analyzing technology, resource needs and market demands to ensure that the project is feasible.
- Ensure that the requirements of internal customers are met and to prepare accurate project specifications for implementation of projects.
- Provide meaningful inputs into technical specifications and terms of references (ToR).
- Act as a Project leader for specific projects allocated to the maintenance of facilities.
- Ensure safety rules and regulations are adhered to during project execution, which includes work performed by third parties.
- Assist in the electrical designs, user requirement specifications, execution and installation qualification for new and existing equipment when needed.

#### **Technical Contract Management**

- Compiling or assist in compiling the Terms of Reference (ToR) for hard services contracts.
- Participate in supply chain management committees (SCM), e.g. TEC, BSC or BEC as and when required.
- Ensure timeous notification is sent to affected stakeholders.

	<ul style="list-style-type: none"> <li>● Ensure that contractors have necessary work permits before commencing work.</li> <li>● Supervise and/ or inspect work performed by service provider and sign off job cards, service reports, manifests, etc.</li> <li>● Ensure that necessary repairs and/ or replacements, emanating from the service, are scheduled and performed according to requirements.</li> <li>● Review safety files with safety offices to ensure the relevance to projects and compliance to occupational health and safety act.</li> </ul>
<p><b>Energy Management</b></p>	<ul style="list-style-type: none"> <li>● Interpretation and analysis of utility billing data.</li> <li>● Optimizing Electrical systems.</li> <li>● Participate in optimizing all systems used in DTPC e.g. HVAC systems to ensure the best practical cooling capacity with the least practical energy input, etc.</li> <li>● Take meter readings when required.</li> <li>● Conduct analysis on electrical consumption and demand data when required.</li> <li>● Keep up to date register of and monitor all electrical municipal accounts and billing data.</li> <li>● Ensure timeous retrieval of municipal bills from e-services and submission of the same for approval and payment.</li> <li>● Participate and make contribution in electrical or energy related projects with internal and external stakeholders e.g. DTOCS Task teams, ACSA, EThekweni Municipality, etc.</li> </ul>
<p><b>Qualifications, Knowledge, Skills and Competencies Required</b></p>	<ul style="list-style-type: none"> <li>● National Diploma Electrical Engineering H/C</li> <li>● Code EB/ 08 driver's licence</li> <li>● 3 years' experience in electrical installation or maintenance</li> <li>● Experience or willingness to perform standby duties and to attend to emergencies and call-outs outside normal working hours</li> <li>● Working knowledge of Ms Excel and Ms Word</li> <li>● Ability to work with and supervise service providers</li> <li>● Ability to communicate effectively in English (oral and written)</li> <li>● Good administrative, planning and organising skills</li> <li>● Ability to work under pressure</li> <li>● Ability to work within a team as well as independently</li> <li>● Be proactive and take initiative, when appropriate</li> </ul>
<p><b>Closing Date</b></p>	<p>26 November 2021</p>
<p><b>Employment Equity</b></p>	<p>Preference will be given to African Female candidates and/or candidates with disabilities, as per DTPC's Employment Equity Plan.</p>

**Recruitment  
and Selection  
Process**

The process will consist of the following steps:

- Shortlisting of CVs based on minimum requirements of the role;
- 1<sup>st</sup> Round Panel Interview;
- Psychometric Assessment/s; and
- Verification Checks.

**Verification  
Checks**

The following verification checks will be conducted:

- Criminal;
- Credit (position of trust) and Financial dealings, if relevant to position;
- Qualifications;
- Reference Checks;
- South African citizen;
- Drivers license; and
- Positive verification of current remuneration package.

**Remuneration  
and Benefits**

R380,600 – R532,800 Total Cost to Company.

Cellphone allowance of R861 per month.

R582.07 Medical Aid Allowance per month.

Company Contribution to Provident Fund and Approved Group Risk Benefit.

Non-guaranteed performance bonus.

20 Working days leave per annum.

**Application  
Forwarding  
Details**

Applications, including a detailed CV, must be forwarded to [HR@dubetradeport.co.za](mailto:HR@dubetradeport.co.za).

Please ensure that the vacancy being applied for is clearly indicated on your application.

Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 2 months after the closing date, then your application has not been successful.